

# DPI Application Security Manager (ASM)

A User Guide for District Security Administrators and  
Application Administrators



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This user guide will not be helpful for you unless **(1)** you have a WAMS ID and **(2)** you have been given access to Secure Home as a District Security Administrator or Application Administrator.

- If you need a WAMS ID visit: <https://on.wisconsin.gov/WAMS/home>.
- If you think you already have access as a District Security Administrator but are unsure, go here: <https://apps2.dpi.wi.gov/ldsutil/admin/>.
- If you are a principal, teacher, CESA administrator or other user and already have a WAMS ID, contact the appropriate district Application Administrator for access: <https://apps2.dpi.wi.gov/ldsutil/admin/>.
- If your district does not have a District Security Administrator, have your District Administrator submit a District Administrator Authorization Form and indicate the District Security Administrator(s) for your district here: <https://helpdesk.dpi.wi.gov/DistrictAccess.html>.

## 1. APPLICATIONS AVAILABLE WHEN LOGGING IN TO SECURE HOME

### [DPI Application Security Manager \(ASM\)](#)

This tool allows District Security Administrators and Application Administrators to securely assign or revoke user access to data reporting tools and reports stored in Secure Home.

### [Multi-Dimensional Analytic Tool \(MDAT\)](#)

This application allows authorized users to create reports comparing student achievement over time utilizing WKCE and other data sources. MDAT provides authorized users the capability to analyze student-level information as well as to compare to district and state averages.

### [Multi-Dimensional Analytic Tool \(MDAT\) Training Version](#)

The MDAT Training version contains fictitious data and should be used for presentations and training purposes. The goal of this version of the tool is to enable hands-on training sessions to be held for a variety of users at one time while ensuring student data remains confidential.

### [IEP: Postsecondary Transition Plan \(PTP\)](#)

An application that guides authorized IEP team members through the postsecondary transition requirements (form I-8) by responding to a series of inquiries and questions.

### [School Directory](#)

This application allows users to view and update the district and school universe which all major DPI applications use. The data appears in DPI's school directories.

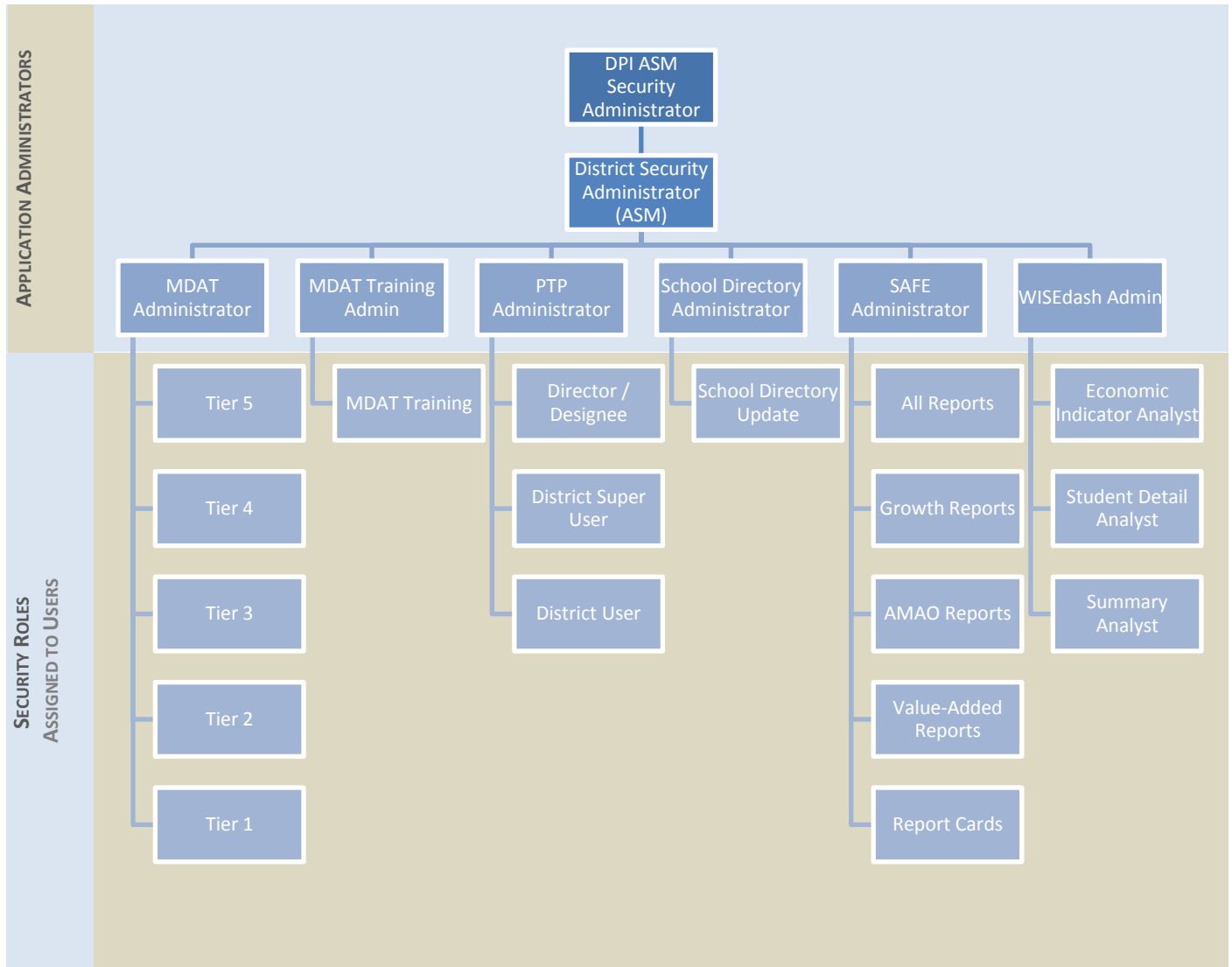
### [Secure Access File Exchange \(SAFE\)](#)

An application that allows authorized users to access confidential data files and reports. Currently this application enables authorized access to the following topics: AMAO Report (District Profile), Student Growth Percentile (SGP) Reports and Value-Added Reports.

### [WISEdash](#)

This application is a dashboard and reporting tool that allows users to access a wide variety of education data. Data included in the current version of WISEdash include enrollment and attendance, WSAS, ACT, AP and Student Growth Percentiles. In this tool authorized users have the ability to search students by student name.

## 2. APPLICATIONS AND SECURITY ROLES



### 3. APPLICATION AND SECURITY ROLES DEFINED

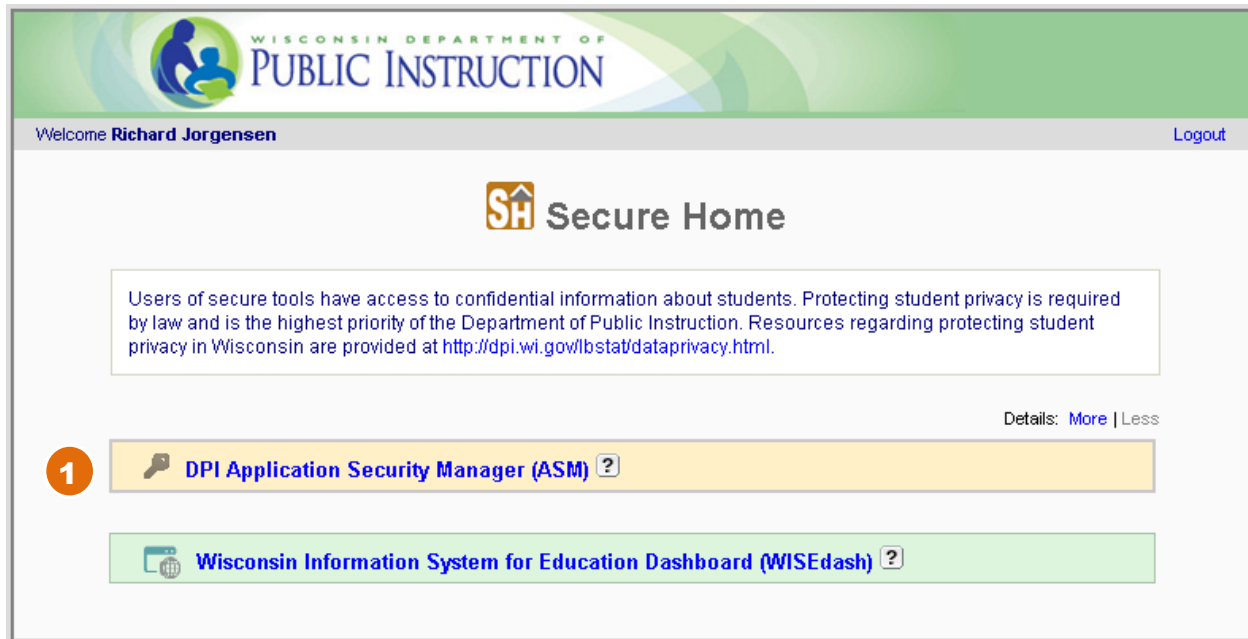
Roles	Roles Names in ASM	Application	Responsibility
<b>DPI Security Administrator</b>	<b>ASM Role Admin</b>	ASM	DPI provides access to the District Security Administrator.
<b>District Security Administrator</b>	<b>ASM Role Admin</b>	ASM	Delegate access to additional ASM users. An Application Administrator will need to be assigned for each application. For example, the District Security Administrator delegates the role of the Application Administrator for MDAT and SAFE.
<b>PTP Application Administrator</b>	<b>IEP: PTP Role Admin</b>	ASM	Manages access to the IEP: Postsecondary Transition Plan.
	<b>District User</b>	IEP: PTP	Enters student data and locks completed records.
	<b>District Super User</b>	IEP: PTP	Enters student data, locks completed records, unlocks completed records, submits records for DPI review.
	<b>Director of Special Education/Designee</b>	IEP: PTP	Enters student data, locks completed records, unlocks completed records, deletes unlocked records, submits records for DPI review, transfer student records between schools, match WSNs to students.
<b>MDAT Application Administrator</b>	<b>MDAT Role Admin</b>	ASM	Manages access to MDAT. Assigns Tiers 1, 2, 3, 4, or 5.
	<b>MDAT Tier 1</b>	MDAT	Student level, all variables, download option.
	<b>MDAT Tier 2</b>	MDAT	Student level, all variables.
	<b>MDAT Tier 3</b>	MDAT	Student level, no economic indicators.
	<b>MDAT Tier 4</b>	MDAT	Summary reports, all variables.
	<b>MDAT Tier 5</b>	MDAT	Summary reports, no economic indicators.
<b>MDAT Training Application Administrator</b>	<b>MDAT Training Role Admin</b>	ASM	Manages access to MDAT Training - all users get Tier 1 access.
<b>SAFE Application Administrator</b>	<b>SAFE Role Admin</b>	ASM	Manages access to SAFE. Assigns roles to view AMAO reports, growth reports, or all reports.
	<b>ALL Reports</b>	SAFE	View reports and files associated with all topics available in SAFE.
	<b>Value-Added Reports</b>	SAFE	View value added growth reports, access associated files.
	<b>Accountability Report Cards</b>	SAFE	View accountability report cards, access associated files.
	<b>Student Growth Percentile Reports</b>	SAFE	View student growth percentile reports, access associated files.
	<b>AMAO Reports</b>	SAFE	View AMAO district profile reports, access associated files
<b>School Directory</b>	<b>School Directory DPI Admin</b>	ASM	Manages access to the school directory

Application Administrator				application.
	School Update	Directory	School Directory	View and update all district and school data for a district.
WISEdash Application Administrator	WISEdash Role Admin		ASM	Manages access to WISEdash. Assigns Summary Analyst, Student Detail Analyst, and Economic Indicator Analyst.
	Economic Indicator Analyst		WISEdash	View all summary dashboards, drill to the student list/student profile, utilize student search to access student profile, view the Economic Disadv Status filter, view the Econ Disadv Code and Econ Disadv Description on the Student Profile.
	Student Detail Analyst		WISEdash	View all summary dashboards, drill to the student list/student profile, utilize student search to access student profile. <b>Not</b> able to view the Economic Disadv Status filter or view Econ Disadv Code and Econ Disadv Description on the Student Profile.
	Summary Analyst		WISEdash	View all summary dashboards. <b>Not</b> able to drill to the student list/student profile or utilize student search to access student profile. <b>Not</b> able to view the Economic Disadv Status filter.

## 4. APPLICATION SECURITY MANAGER

### 4.1 LOGGING IN AND ASSIGNING ACCESS TO NEW USERS IN ASM


Login to ASM homepage using your WAMS ID and password: <https://apps2.dpi.wi.gov/secure/>



- 1 This is a list of secure applications you have access to. If this is your first time logging in, you may only see the **DPI Application Security Manager** in your list.

If you are the District Security Administrator, the DPI Application Security Manager application is where you will assign district Application Administrators for each application.

If you are a district Application Administrator, the DPI Application Security Manager is where you will provide yourself and other users with access to Secure Home applications: MDAT, MDAT Training, PTP, SAFE, School Directory and/or WISEdash.



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PUBLIC INSTRUCTION

**Application Security Manager**

Richard Jorgensen  
DPI Administrator

Manage Security | [Secure Home](#) | [Help](#) | [Log Out](#)

by Application | by Organization

Current Access

**2** Add | Edit

Filter Application:  
DPI Application Security Manager (ASM) (4519)

4,519 delegations found.

Results, Page: 20

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

[View All](#) [Revoke Selected](#)

Application	Role	District	School	Name	Email	Delegator Name	Edit	Revoke
DPIASM (4519)	ASM Role Admin	All Districts	All Schools	Alexis Bourgeois	alexis.bourgeois@wisconsin.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeff Perry	Jeff.Perry@dpi.wi.gov		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeffrey Thomas	jeffrey.thomas@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Laura Pinsonneault	laura.pinsonneault@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Nancy Fuhrman	nancy.fuhrman@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Richard Jorgensen	Richard.Jorgensen@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	21st Century Prep Sch	21st Century Prep Sch	Arletta Tucker	atucker@21stprepschool.org	Richard Jorgensen	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	21st Century Prep Sch	21st Century Prep Sch	Gwendolyn Trussell	gtrussell@21stprepschool.org	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Abbotsford	All Schools	Reed Welsh	rwelsh@abbotsford.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Adams-Friendship Area	All Schools	Steven LaVallee	lavallee_s@af.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Albany	All Schools	Stephen Guenther	steve.guenther@albany.k12.wi.us	Richard Jorgensen	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Algoma	All Schools	Ronald Welch	rwelch@alghs.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Paul Fischer	paul_fischer@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Robert Fاسبender	bob_fاسبender@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Todd Antony	antto@webmail.onalaska.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Almond-Bancroft	All Schools	Dan Boxx	dbbox@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Almond-Bancroft	All Schools	Sarah Spencer	sspencer@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Gregory Fahrman	gfahrman@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Karen Henry	khenry@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Amery	All Schools	Thomas Bensen	bensent@amerysd.k12.wi.us	Stephen Schiell	<a href="#">Edit</a>	<input type="checkbox"/>

View the knowledge base, or submit questions, comments, and suggestions to the [Help Desk](#).

After entering the **DPI Application Security Manager**, click on **2** **Add | Edit** above and to the right. The **Add | Edit Delegations** window appears. From the **3** **Application** drop down list, select the application you want to give the user access to.

**Notes:**

1. If you are a District Security Administrator, you will select “DPI Application Security Manager (ASM)” to assign an Application Administrator for an application.
2. If you are an Application Administrator and you **do not** see the application you want to grant access to in the drop down list, you are not the Application Administrator for that application.

**Add | Edit Delegations** Cancel

Application:

DPI Application Security Manager (ASM)  
Data Dictionary  
FCCLA STAR  
IEP PTP DPI Admin  
IEP: Postsecondary Transition Plan (PTP)  
Multi-Dimensional Analytic Tool (MDAT)  
Multi-Dimensional Analytic Tool - Training (MDAT-Training)  
School Directory  
School Directory DPI Admin  
Secure Access File Exchange (SAFE)  
Wisconsin Information System for Education Dashboard (WISEdash)

**3**



The screenshot shows the 'Add | Edit Delegations' window. At the top, there's a header bar with 'Add | Edit Delegations' and a 'Cancel' button. Below the header, there's a dropdown menu for 'Application' set to 'DPI Application Security Manager (ASM)'. The main area is divided into two sections. The top section, labeled 'Search Users', contains input fields for 'Last Name', 'First Name', 'Wams ID' (pre-filled with 'dpiasmda'), and 'Email'. There are 'Search Help', 'Search', and 'Cancel' buttons. The bottom section shows '2 Record(s) Found.' and a table with columns 'Name', 'ID', and 'Email'. Two records are listed: 'Two TestDisAdminTwo' and 'Seven TestDisAdminSeven'. A 'Select' button is to the right of the table. Numbered callouts 4, 5, and 6 point to the 'Search' button, the radio buttons next to the user names, and the 'Select' button respectively.

Name	ID	Email
Two TestDisAdminTwo	DPIASMDA02	dpiasmda02@dpi.wi.gov
Seven TestDisAdminSeven	dpiasmda07	dpiasmda07@dpi.wi.gov

Enter in the user's contact information and click **4 Search**. Your results/records found will be listed in the box below your search. If more than one result is returned from your search, carefully review the list and **5** click on the radio button next to the user you want to give access to. Finally, click **6 Select** to select the user to process.

The screenshot shows the 'Add | Edit Delegations' window with the user 'Seven TestDisAdminSeven' selected. The 'District' is set to 'Abbotsford'. The 'School' section has a checkbox for 'All Schools' which is checked. The 'Available Roles' section lists several roles, with 'IEP PTP Role Admin' selected. The 'Current Roles' section shows 'All Schools', 'ASM Role Admin', and 'WISEDash Role Admin'. There are 'Add >>' and '<< Remove' buttons between the role lists. A 'View Role Descriptions' link is at the bottom of the 'Available Roles' list. A 'View Changes' button is at the bottom right. Numbered callouts 7 through 11 point to the 'District' dropdown, the 'All Schools' checkbox, the 'Available Roles' list, the 'Current Roles' list, the 'Add >>' button, the '<< Remove' button, and the 'View Changes' button respectively.

Next, select the **7 District** from the drop down box. The School, Available Roles and Current Roles window displays. Click on the checkbox next to the **8 School(s)** you want the authority applied to. The **9 Available Roles** and **10 Current Roles** for the Application and User selected are displayed. If you need further information about the **Available Roles**, click on **View Role Descriptions** to see corresponding definitions.

**Note:**

1. To assign a role, click on the role in the **Available Roles** box and click the "Add>>" button.
2. To remove a role, click on the role in the **Current Roles** box and click the "<<Remove" button.

Make your final selections and click **11 View Changes**. *This step does not yet confirm your selections.*

Following delegations were made

Wams ID	Name	Email	District	School	Application	Role	Delegation
dpiasmda07	Seven TestDisAdminSeven	dpiasmda07@dpi.wi.gov	Ashland	All Schools	DPIASM	ASM Role Admin	Granted

☒ Notify **Seven TestDisAdminSeven** via email.

From: Richard.Jorgensen@dpi.wi.gov  
Bcc: dpiasmda07@dpi.wi.gov  
cc:  
NOTE: multiple email addresses must be separated with commas.  
Subject: Access to DPIASM Granted

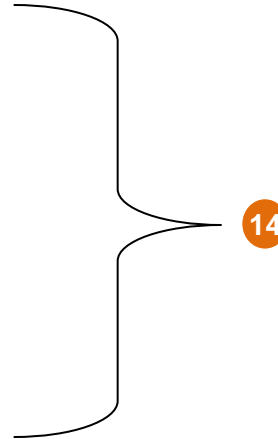
This email is to notify you that you have been assigned access to DPI's Application Security Manager (ASM). As a user of ASM, you are responsible for managing either who else in your district may use ASM to manage access to secure applications (such as [MDAT](#) and [SAFE](#)), or who may use the specific secure applications.

**ASM Role Admin - Ashland**

There are two roles in Application Security Manager: ASM Administrator and Application Administrator.

ASM Administrators can log in to ASM to

- Delegate (or remove) people to/from the role of Application Administrator for for noth MDAT and SAFE. (Note: Each application-MDAT and SAFE-require sepearte roles.)
- Delegate (or remove) people to/from the role of ASM Administrator for your district.
- In order to ensure detailed data security, roles require explicit assignment on an application basis. NOTE: ASM Administrators may also serve the role of Application Administrator for one or more applications. In such circumstances, the ASM Administrator should assign him/herself the appropriate additional roles.
- District Application Administrators can



View the knowledge base, or submit questions, comments, and suggestions to the [Help Desk](#).

After selecting **View Changes**, a new window is displayed showing the **12** role selections, an **13** option to notify or not to notify the selected user about their new access, an **14** ASM generated email to the user, and an action to **15** **Confirm Changes**, **Change Delegations** or **Cancel Changes** for this request.

**Note:**

1. You may add additional email recipients by typing their email address in the email address fields.
2. **Confirm Changes** will send the email and complete the process. If you have chosen not to notify users by email, then this will just confirm changes.
3. **Change Delegations** will return you to the previous screen without changing the user's access.
4. **Cancel Changes** will cancel your action – nothing will be saved.

## 4.2 EDIT EXISTING USER ACCESS

**Application Security Manager**

Richard Jorgensen  
DPI Administrator

[Manage Security](#) | [Secure Home](#) | [Help](#) | [Log Out](#)

by Application | **by Organization**

**Current Access** Add | Edit

Filter Application:  
 DPI Application Security Manager (ASM) (4525) 4,525 delegations found. Results per page: 20

[\[First/Prev\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [\[Next/Last\]](#)

[View All](#) [Revoke Selected](#)

Application	Role	District	School	Name	Email	Delegator Name	Edit	Revoke
DPIASM (4525)	ASM Role Admin	All Districts	All Schools	Alexis Bourgeois	alexis.bourgeois@wisconsin.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeff Perry	Jeff.Perry@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeffrey Thomas	jeffrey.thomas@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Laura Pinsonneault	laura.pinsonneault@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Nancy Fuhrman	nancy.fuhrman@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
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	ASM Role Admin	21st Century Prep Sch	21st Century Prep Sch	Gwendolyn Trussell	gtrussell@21stprepschool.org	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Abbotsford	All Schools	Reed Welsh	rwelsh@abbotsford.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Adams-Friendship Area	All Schools	Steven LaVallee	lavallee_s@af.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Albany	All Schools	Stephen Guenther	steve.guenther@albany.k12.wi.us	Richard Jorgensen	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Algoma	All Schools	Ronald Welch	rwelch@alghs.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Paul Fischer	paul_fischer@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Robert Fasbender	bob_fasbender@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
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	ASM Role Admin	Almond-Bancroft	All Schools	Dan Boxx	dboxx@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Almond-Bancroft	All Schools	Sarah Spencer	sspencer@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Gregory Fahrman	gfahrman@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Karen Henry	khenry@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Amery	All Schools	Thomas Bensen	bensent@amerysd.k12.wi.us	Stephen Schiell	<a href="#">Edit</a>	<input type="checkbox"/>

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Find the line of the Application, User, and District to change and click **1 Edit**.

**Add | Edit Delegations** Cancel

Application: DPI Application Security Manager (ASM)

User: **Seven TestDisAdminSeven** Change User

District: Abbotsford

School: ☒ All Schools

**Available Roles:**

- All Schools
- FCCLA STAR Role Admin
- IEP PTP Role Admin**
- MDAT Role Admin
- MDAT Training Role Admin
- SAFE Role Admin
- SCH DIR Role Admin

View Role Descriptions

**Current Roles:**

- All Schools
- ASM Role Admin
- WISEDash Role Admin

Multiple Roles are allowed

Select/change a school(s) to see available/current roles.

Add >> << Remove

**2 View Changes**

The **Available Roles** and **Current Roles** for the Application and User selected are displayed. You may **Add>>** or **<<Remove** assignments for the user and click **2 View Changes**. *This step does not yet confirm your selections.*

**Application Security Manager**

Manage Security | **Secure Home** | Help | Log Out
Richard Jorgensen  
DPI Administrator

Following delegations were made

Wams ID	Name	Email	District	School	Application	Role	Delegation
dpiasmda07	Seven TestDisAdminSeven	dpiasmda07@dpi.wi.gov	Ashland	All Schools	DPIASM	ASM Role Admin	Granted

**4** ☒ Notify **Seven TestDisAdminSeven** via email.

From:

Bcc:

cc:

NOTE: multiple email addresses must be separated with commas.

Subject:

This email is to notify you that you have been assigned access to DPI's Application Security Manager (ASM). As a user of ASM, you are responsible for managing either who else in your district may use ASM to manage access to secure applications (such as [MDAT](#) and [SAFE](#)), or who may use the specific secure applications.

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- Delegate (or remove) people to/from the role of ASM Administrator for your district.
- In order to ensure detailed data security, roles require explicit assignment on an application basis. NOTE: ASM Administrators may also serve the role of Application Administrator for one or more applications. In such circumstances, the ASM Administrator should assign him/herself the appropriate additional roles.
- District Application Administrators can

}

**5**

**6**

View the knowledge base, or submit questions, comments, and suggestions to the [Help Desk](#).

After selecting **View Changes**, a new window is displayed showing the **3** role selections, an **4** option to notify or not to notify the selected user about their new access, an **5** ASM generated email to the user, and an action to **6 Confirm Changes, Change Delegations** or **Cancel Changes** for this request.

**Note:**


1. You may add additional email recipients by typing their email address in the email address fields.
2. **Confirm Changes** will send the email and complete the process. If you have chosen not to notify users by email, then this will just confirm changes.
3. **Change Delegations** will return you to the previous screen without changing the user's access.
4. **Cancel Changes** will cancel your action – nothing will be saved.

WI Department of Public Instruction

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## 4.3 REVOKING ACCESS FROM A CURRENT USER



**Application Security Manager**  
 Richard Jorgensen  
 DPI Administrator

[Manage Security](#) | [Secure Home](#) | [Help](#) | [Log Out](#)

[by Application](#) | [by Organization](#)

**Current Access** [Add | Edit](#)

Filter Application:  
 DPI Application Security Manager (ASM) (4525) ▼

4,525 delegations found.

Results per page: 20 ▼

[\[First/Prev\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [\[Next/Last\]](#)

[View All](#) [Revoke Selected](#)

Application	Role	District	School	Name	Email	Delegator Name	Edit	Revoke
DPIASM (4525)	ASM Role Admin	All Districts	All Schools	Alexis Bourgeois	alexis.bourgeois@wisconsin.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeff Perry	Jeff.Perry@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeffrey Thomas	jeffrey.thomas@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Laura Pinsonneault	laura.pinsonneault@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Nancy Fuhrman	nancy.fuhrman@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Richard Jorgensen	Richard.Jorgensen@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	21st Century Prep Sch	21st Century Prep Sch	Arletta Tucker	atucker@21stprepschool.org	Richard Jorgensen	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	21st Century Prep Sch	21st Century Prep Sch	Gwendolyn Trussell	gtrussell@21stprepschool.org	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Abbotsford	All Schools	Reed Welsh	rwelsh@abbotsford.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Adams-Friendship Area	All Schools	Steven LaVallee	lavallee_s@af.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Albany	All Schools	Stephen Guenther	steve.guenther@albany.k12.wi.us	Richard Jorgensen	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Algoma	All Schools	Ronald Welch	rwelch@alghs.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Paul Fischer	paul_fischer@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Robert Fasbender	bob_fasbender@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Todd Antony	antto@webmail.onalaska.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Almond-Bancroft	All Schools	Dan Boxx	dboxx@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Almond-Bancroft	All Schools	Sarah Spencer	sspencer@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Gregory Fahrman	gfahrman@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Karen Henry	khenry@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Amery	All Schools	Thomas Bensen	bensent@amerysd.k12.wi.us	Stephen Schiell	<a href="#">Edit</a>	<input type="checkbox"/>

View the knowledge base, or submit questions, comments, and suggestions to the [Help Desk](#).

Find the user(s) you want to remove access to and check the box under the **1 Revoke** column to select the user. When you have completed selecting each user you want removed, click on the **2 Revoke Selected** link.

### Note:

- You may revoke access from more than one user at a time.

**Application Security Manager**

Richard Jorgensen  
DPI Administrator

Manage Security | Secure Home | Help | Log Out

Following delegations were made

AD ID	Name	Email	District	School	Application	Role	Delegation
jorgen4119	Richard Jorgensen	Richard.Jorgensen@dpi.wi.gov	All Districts	All Schools	DPIASM	ASM Role Admin	Revoked

**4** ☒ Notify via email.

From: Richard.Jorgensen@dpi.wi.gov

Bcc: This system sends emails to the address associated with a WAMS account. Please note that if one of the individuals listed below does not have an email address associated with his/her WAMS account, or if the email address given is not correct, he/she will not receive an email notification.

Richard.Jorgensen@dpi.wi.gov

cc:

NOTE: multiple email addresses must be separated with commas.

Subject: Access to Secure Tool(s) Revoked

This email is to notify you of a change to your secure access:  
Your access to <<Tool>> has been revoked for <<School/District>>.

If you have any questions, please do not hesitate to contact the LDS team anytime. We may be reached through the LDS help desk tool: [Footprints](#).

Sincerely,  
The LDS Team

**5**

**6** Confirm Changes Change Revoke Delegations Cancel Changes


View the knowledge base, or submit questions, comments, and suggestions to the [Help Desk](#).

After selecting **Revoke Selected**, a new window is displayed showing the **3** role selections, an **4** option to notify or not to notify the selected user about their new access, an **5** ASM generated email to the user, and an action to **6** **Confirm Changes**, **Change Revoke Delegations** or **Cancel Changes** for this request.

**Note:**

1. You may add additional email recipients by typing their email address in the email address fields.
2. **Confirm Changes** will send the email and complete the process. If you have chosen not to notify users by email, then this will just confirm changes.
3. **Change Revoke Delegations** will return you to the previous screen without changing the user's access.
4. **Cancel Changes** will cancel your action – nothing will be saved.

## 4.4 LOGGING OUT



**Application Security Manager**  
 Richard Jorgensen  
 DPI Administrator

[Manage Security](#) | [Secure Home](#) | [Help](#) | [Log Out](#)

**1**

[by Application](#) | [by Organization](#)

**Current Access**

[Add](#) | [Edit](#)

**Filter Application:**  
 DPI Application Security Manager (ASM) (4548)

4,548 delegations found.

Results per page: 20

[\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

[View All](#) [Revoke Selected](#)

Application	Role	District	School	Name	Email	Delegator Name	Edit	Revoke
DPIASM (4548)	ASM Role Admin	All Districts	All Schools	Alexis Bourgeois	alexis.bourgeois@wisconsin.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeff Perry	Jeff.Perry@dpi.wi.gov		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Jeffrey Thomas	jeffrey.thomas@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Laura Pinsonneault	laura.pinsonneault@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Nancy Fuhrman	nancy.fuhrman@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	All Districts	All Schools	Richard Jorgensen	Richard.Jorgensen@dpi.wi.gov	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	21st Century Prep Sch	21st Century Prep Sch	Aretta Tucker	atucker@21stprepschool.org	Richard Jorgensen	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	21st Century Prep Sch	21st Century Prep Sch	Gwendolyn Trussell	gtrussell@21stprepschool.org	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Abbotsford	All Schools	Reed Welsh	rwelsh@abbotsford.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Adams-Friendship Area	All Schools	Steven LaVallee	lavallee_s@af.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Albany	All Schools	Stephen Guenther	steve.guenther@albany.k12.wi.us	Richard Jorgensen	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Algoma	All Schools	Ronald Welch	rwelch@alghs.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Paul Fischer	paul_fischer@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Robert Fasbender	bob_fasbender@achm.k12.wi.us	Jeff Perry	<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Alma Center	All Schools	Todd Antony	antto@webmail.onalaska.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Almond-Bancroft	All Schools	Dan Boxx	dboxx@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Almond-Bancroft	All Schools	Sarah Spencer	sspencer@abschools.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Gregory Fahrman	gfahrman@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Altoona	All Schools	Karen Henry	khenry@altoona.k12.wi.us		<a href="#">Edit</a>	<input type="checkbox"/>
	ASM Role Admin	Amery	All Schools	Thomas Bensen	bensent@amerysd.k12.wi.us	Stephen Schiell	<a href="#">Edit</a>	<input type="checkbox"/>

View the knowledge base, or submit questions, comments, and suggestions to the [Help Desk](#).

When you are finished always **1** **Log Out** and close ALL browser windows.

**Note:** If you are assigning yourself access to a new application and/or role, you will need to log out and log back in to use your new access.